

# Sisseton Wahpeton Oyate

## Job Description

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**Job Title: Systems Admin III**

**Reports to:** I.T. Director

**Summary:**

This position reports directly to the IT Director and involves direct responsibility for backups, maintenance, and support. VMWare Virtualization/vSphere, and working knowledge of VPN remote access, Operating systems, Security, Virus protection, Remote Connectivity, Data Backup, and Hardware & Software support for Desktop PCs.

**Duties and Responsibilities:**

- Administration of SQL Server 2008/2012 databases, including backup and restore procedures and running scripts
- Administration of Windows Server 2008/2012/2016/2019 Active Directory including group policies
- Administration of Windows Server 2008/2012/2016/2019 Virtual Environments, including backups and restores
- Administration of audio/video recording equipment, access and file storage
- Administration of Microsoft Great Plains 2018, Management Reporter 2018 and other add-ons utilized by Finance, Payroll and Human Resources Departments
- Setup, install, configures, and maintains individual workstations, peripherals and components.
- Provides help desk support to effectively resolve client problems.
- Maintains and updates documentation at all times
- Must be able to travel to different locations
- Performs other work as assigned
- Be on call when necessary

**Qualifications and Knowledge:**

- 2 Years of direct, hands-on experience in areas such as:  
Systems administration, PC client support, Remote site connectivity, Security, Virus Protection, Operating System Maintenance (Windows10/11, MAC), PC Hardware support, and Communications
- Knowledge of VMware vSphere 6.5 Virtualization Software and virtual environments, including backups of virtual servers and restoration of files as needed
- Maintain confidentiality of all information – electronic, hardcopy or otherwise
- Understanding of audio/video equipment and interfaces as well as display units
- Understanding of Network technologies and how they relate to Server Systems
- Excellent organizational and communication skills
- Valid driver's license and vehicle insurance
- Must have own transportation

**Ability to:**

- Work in an independent, self-directed manner and to perform equally as well as part of a team
- Establish effective working relationships and communicate effectively with others
- Must be physically able to lift and move computers, monitors, and related equipment with weights in the 25 to 100-pound range
- Follow written and or verbal procedures as necessary
- Be detailed oriented and organized
- Act in a professional manner, no matter how stressful the situation

**EDUCATION:**

- High School Diploma
- AA degree in Computer Science or 2-years solid work experience in the field.

Approved  Date 11/16/23